

STATEMENT OF WORK

Contract: N66001-15-D-0055
Task Order: H0023
Tracking Number: 7171-H0023
Task Title: MARFORPAC DPRI Program Support
Date: August 3, 2017

1.0 SCOPE

This is a level of effort task order to provide Computer, Communications, Command and Control Information Technology (C4IT) support for the Marine Corps Forces Pacific (MARFORPAC) Defense Policy Review Initiative (DPRI) Program Planning Office. Tasks will include defining C4IT Common Operating Picture planning and sustainment requirements for program, base, and facilities, both in the garrison and tactical environment, based on (b)(3); (b)(7)(e)(f) and provide program support for requirements and risk management.

2.0 APPLICABLE DOCUMENTS

- 2.1 COMSPAWAR M-4720.1 (Version 4.0) Shore Installation Process Handbook (SIPH)
- 2.2 OPNAVINST 11010.20H Navy Facilities Project
- 2.3 MCO 5530.14a Marine Corps Physical Security Manual
- 2.4 MTP3 Process Improvement Report 18 March 2008
- 2.5 SPAWARINST 3432.1 (Series), Operations Security Policy

3.0 REQUIREMENTS

- 3.1 The contractor shall apply best project management and engineering practices to the following efforts, in accordance with applicable documents identified under paragraph 2.0. The contractor shall provide program and project management support in the areas listed below.

3.1.1 Requirements Management

- 3.1.1.1 The contractor shall develop, maintain and provide the Requirements Management Standard Operating Procedures (SOP) according with the SSC Pacific processes. (CDRL A008AA)

- 3.1.1.2 The contractor shall utilize and manage a Requirement Management tool such as the Dynamic Object Oriented Requirements System (DOORS).
- 3.1.1.3 The contractor shall manage the Defense Policy Review Initiative (DPRI) requirement identification, verification, and validation process.
- 3.1.1.4 The contractor shall analyze, prioritize, and establish the relationship of requirements for traceability, feasibility, and as a change control mechanism.
- 3.1.1.5 The contractor shall describe and track requirements, from its roots, through its development and specifications, and through periods of ongoing modification and iteration during the entire life of the requirement.
- 3.1.1.6 The contractor shall integrate the SSC Pacific requirements process with DPRI requirement source documentation.
- 3.1.1.7 The contractor shall continue maximize efficiencies of the SSC Pacific Requirements Management Plan.

3.1.2 Risk Management

- 3.1.2.1 The contractor shall develop, maintain and provide the Risk Management SOP according with the SSC Pacific processes. **(CDRL A008AB)**
- 3.1.2.2 The contractor shall utilize and manage a Risk Management tool such as RiskExchange and RiskExchange+ .
- 3.1.2.3 The contractor shall provide support with management of the SSC Pacific Program Risk Management process.
- 3.1.2.4 The contractor shall facilitate and promote opportunities to help identify, analyze, and mitigate risks throughout the program and projects.
- 3.1.2.5 The contractor shall conduct and help facilitate Risk Management Boards according to the SSC Pacific Risk Management Plan.
- 3.1.2.6 The contractor shall work with program and project members to quantify risks to provide the program with viable metrics.
- 3.1.2.7 The contractor shall provide Risk Management training sessions to program and project members.
- 3.1.2.8 The contractor shall assist with Risk Management status briefs for design reviews and management awareness.
- 3.1.2.9 The contractor shall continue to maximize efficiencies of the SSC Pacific Risk Management Plan.

3.1.3 C4IT Systems Engineering

- 3.1.3.1 The contractor shall provide engineering support for Gigabit Passive Optical Networks (GPON) and Dense Wave Division Multiplexing (DWDM), and other large scale government IT projects as assigned, in accordance with the SIPH.
 - 3.1.3.1.1 The contractor shall derive designs and provide documentation based on requirements for individual systems. **(CDRL A008AC)**
 - 3.1.3.1.2 The contractor shall provide analysis on existing systems design to provide input for government decisions.
- 3.1.3.2 The contractor shall provide network engineering for government networks, USN/USMC enterprise networks and communications systems.

- 3.1.3.3 The contractor shall provide engineering knowledge and support to communications infrastructure that will be deployed on Guam.

3.1.4 Master Planning Document Manager

3.1.4.1 The contractor shall develop and maintain the Master Planning Document for the Guam C4I MILCON Program. **(CDRL A008AD)**

3.1.4.2 The contractor shall generate, edit, proof, and distribute the Master Planning Document using Microsoft's Office Suite version 2010 or later. The contractor shall also provide documentation in Adobe's portable document format, as required. Documents include program plans, status reports, and technical documentation in accordance with the program data management plan.

3.1.4.3 The contractor shall attend peer review meetings, collect input from participants, and incorporate the changes to program documents such as design documentation, white papers, engineering analysis, technical research papers, and performance charts, as required.

3.1.4.4 Documentation shall be consistent in format, organization, and content.

3.2 CDRL A001

The contractor shall complete a Contractor's Progress, Status and Management Report monthly. The report shall describe the contractor's progress in completing the technical requirements in this task order. The report will also include financial status and personnel status/staffing plan. Trip reports are to be included in the Progress and Status Report.

3.3 CDRL A002

The contractor shall complete a Contractor Roster Report monthly. The report shall list all contractor personnel assigned to execute tasking.

4.0 GOVERNMENT FURNISHED MATERIAL

- 4.1 For designated government site employees the Government will provide workspace, MCEN workstation, telephone access, (local, DSN and long distance), reproduction facilities, and proper building access identification badges as required. The Government will provide access to appropriate reference material and databases necessary in the performance of this effort. The Government will provide coordination assistance to assist the contractor in accessing required information. The Government will provide access to relevant Government organizations, information and documentation, manuals, texts, briefs and associated materials, as required and available.

5.0 TRAVEL

- 5.1 The following travel is for estimating purposes only:

5.1.1 Honolulu to Guam – two (2) persons, two (2) trips for five (5) days.

5.1.2 Honolulu to Okinawa – two (2) persons, two (2) trips for five (5) days.

Note: All travel and/or travel changes shall be requested in writing and approved in advance by the Contracting Officer.

6.0 SECURITY

6.1 The nature of this task requires access to Secret information. The work performed by the Contractor will include access to unclassified and up to Secret data, information, meetings, and spaces.

6.2 Anti-Terrorism/Force Protection (AT/FP) briefings are required for all personnel (Military, DOD Civilian, and contractor) per OPNAVINST F3300.53C. Contractor employees must receive the AT/FP briefing annually. The briefing is available at <https://atlevel1.dtic.mil/at/>, if experiencing problems accessing this website contact ssc_fortrav@navy.mil.

6.3 As required by National Industrial Security Program Operating Manual (NISPOM) Chapter 1, Section 3, contractors are required to report certain events that have an impact on: 1) the status of the facility clearance (FCL); 2) the status of an employee's personnel clearance (PCL); 3) the proper safeguarding of classified information; 4) or an indication that classified information has been lost or compromised. Contractors working under SSC Pacific contracts will ensure information pertaining to assigned contractor personnel are reported to the Contracting Officer Representative (COR)/Technical Point of Contact (TPOC), the Contracting Specialist, and the Security's COR in addition to notifying appropriate agencies such as Cognizant Security Agency (CSA), Cognizant Security Office (CSO), or Department Of Defense Central Adjudication Facility (DODCAF) when that information relates to the denial, suspension, or revocation of a security clearance of any assigned personnel; any adverse information on an assigned employee's continued suitability for continued access to classified access; any instance of loss or compromise, or suspected loss or compromise, of classified information; actual, probable or possible espionage, sabotage, or subversive information; or any other circumstances of a security nature that would affect the contractor's operation while working under SSC Pacific contracts.

6.4 Operations Security: OPSEC is a five step analytical process (identify critical information; analyze the threat; analyze vulnerabilities; assess risk; develop countermeasures) that is used as a means to identify, control, and protect unclassified and unclassified sensitive information associated with U.S. national security related programs and activities. All personnel working under this task will at some time handle, produce or process Critical Information or CPI, and therefore all Contractor personnel must practice OPSEC. All work is to be performed in accordance with DoD OPSEC requirements, and in accordance with the OPSEC attachment to the DD254.

7.0 PLACE OF PERFORMANCE

- 7.1 The primary place of performance is at MARFORPAC DPRI Camp Smith, Hawaii. Contractor shall also work at SSC PAC Pacific C4ISR Department, contractor facilities and locations designated in this SOW as needed.
- 7.2 Normal workdays are Monday through Friday except US Federal Holidays. Workers typically work eight (8) hours per day, 40 hours per week. Flextime workers start not earlier than 0600 and not later than 0900. Core hours of work are from 0900 to 1500 daily. All contractor employees are expected to be available during core hours.